

COMMERCIAL PERMIT APPLICATION

TOWN OF HILTON HEAD ISLAND
DEPARTMENT OF BUILDING AND FIRE CODES
843-341-4757

1. Development Plan Review/Exemption (Planning Division) required before making application for a building permit.
2. Owner or general contractor must complete this packet of forms containing:
 - ☐ Building Permit Application
 - ☐ Subcontractor license acknowledgement
 - ☐ Mechanical Certificates
 - ☐ Solid waste disposal permit
3. Owner or general contractor and sub contractors must have the required licenses:
 - ☐ Town of Hilton Head Island business license.
 - ☐ **SC State general contractors license for more than \$5,000 of commercial construction cost** Town of Hilton Head Island trade certificate for mechanical, electrical, plumbing sub-contractors.
4. Owner or general contractor must have the following documents before submitting an application with the commercial plans examiner:
 - ☐ Two sets of complete building plans and specifications including, site plan properly sealed by an SC registered architect or engineer (If required by State law for building size, height or occupancy) describing all work to be permitted.
 - ☐ Structural calculations if requested.
 - ☐ Energy calculations if requested.
 - ☐ Septic tank permit if applicable.
 - ☐ V zone certification if applicable.
5. Schedule meeting with commercial plans examiner to review documents and application for building permit.
6. Owner or general contractor must pay the following fees:
 - ☐ Building permit and plans checking fee when complete application is submitted.
 - ☐ Street improvement fee (if applicable) before permit is issued.

Plans are examined and a building permit is issued.